

## **SECTION 01320**

### **PROJECT MEETINGS, SCHEDULES, AND REPORTS**

#### **PART 1 - GENERAL**

##### **1.1 Summary**

- A.** This Section includes the following administrative and procedural requirements.
- B.** Project Meetings
  - 1.** Preconstruction conference.
  - 2.** Coordination schedules.
  - 3.** Progress meetings.
  - 4.** Coordination meetings.
- C.** Schedules and Reports
  - 1.** Initial coordination schedules.
  - 2.** Construction progress schedule.
  - 3.** Procurement schedule.
  - 4.** Construction progress reports.
  - 5.** Schedule of values.
  - 6.** Special reports.
- D.** Related Work Specified Elsewhere
  - Submittal ..... Section 01330

## 1.2 Project Meetings

### A. Preconstruction Conference

1. Engineer will conduct a meeting as described in Section 800, Special Provisions, Paragraph 4.0, to review items stated in the following agenda and to establish a working understanding between the parties as to their relationships during performance of the Work.
2. **Preconstruction conference shall be attended by the following.**
  - a. Contractor and his superintendent.
  - b. Engineer.
  - c. Representative(s) of Owner.
  - d. Representatives of principal Subcontractors and Suppliers.
3. **Meeting Agenda**
  - a. Construction schedules.
  - b. Critical Work sequencing.
  - c. Designation of responsible personnel.
  - d. Project coordination.
  - e. Procedures and Processing of:
    - (1) Field decisions.
    - (2) Substitutions.
    - (3) Submittals.
    - (4) Change Orders.
    - (5) Applications for Payment.

- f. Procedures for testing.
- g. Procedures for maintaining record documents.
- h. **Use of Premises:**
  - (1) Office, work, and storage areas.
  - (2) Owner's requirements.
- i. Construction facilities, controls, and construction aids.
- j. Temporary utilities.
- k. Safety and first-aid.
- l. Security.

**4. Location of Meeting:** To Be Determined.

**5. Reporting:**

- a. Within 5 working days after the meeting, Engineer will prepare and distribute minutes of the meeting to Owner and Contractor.
- b. Contractor shall provide copies to Subcontractors and major Suppliers.

**B. Coordination Schedules**

- 1. Engineer will conduct a meeting at least 10 days before submission of the first Application for Payment to finalize the initial coordination schedules requested under ARTICLE 1.3 this Section.
- 2. **The meeting shall be attended by:**
  - a. Contractor and his superintendent.
  - b. Representatives of principal Subcontractors and Suppliers.

- c. Engineer.
- d. Representative(s) of Owner.

**C. Progress Meetings**

1. Engineer will schedule and conduct a meeting weekly and at other times requested by Engineer. Representatives of the Owner, Engineer, and Contractor shall be present at each meeting. With Engineer's concurrence, Contractor may request attendance by representatives of Subcontractors, Suppliers, or other entities concerned with current program or involved with planning, coordination, or performance of future activities. All participants in the meeting shall be familiar with the Project and authorized to conclude matters relating to the Work.
2. Contractor and each Subcontractor represented shall be prepared to discuss the current construction progress report and any anticipated future changes to the schedule. Each Subcontractor shall comment on the schedules of Contractor and other Subcontractors and advise if their current progress or anticipated activities are compatible with that Subcontractor's Work.
3. If one Subcontractor is delaying another, Contractor shall issue such directions as are necessary to resolve the situation and promote construction progress.
4. **Meeting Agenda:**
  - a. Review of construction progress since previous meeting.
  - b. Field observations, interface requirements, conflicts.
  - c. Problems which impede construction schedule.
  - d. Off-site fabrication.
  - e. Delivery schedules.
  - f. Submittal schedules and status.

- g.** Site use.
- h.** Temporary facilities and services.
- i.** Hours of Work.
- j.** Hazards and risks.
- k.** Housekeeping.
- l.** Quality and Work standards.
- m.** Change Orders.
- n.** Documentation of information for payment requests.
- o.** Corrective measures and procedures to regain construction schedule if necessary.
- p.** Revisions to construction schedule.
- q.** Review of proposed activities for succeeding Work period.
- r.** Review proposed Contract modifications for:
  - (1)** Effect on construction schedule and on completion date.
  - (2)** Effect on other contracts of the Project.
- s.** Other business.

**5. Location of Meetings:** Meeting shall be held at the office of the Project Engineer.

**6. Reporting:**

- a.** Within 5 working days after each meeting, Engineer will prepare and distribute minutes of the meeting to Owner and Contractor.
- b.** Contractor shall distribute copies to principal Subcontractors and Suppliers.

### **1.3 Schedules and Reports**

#### **A. Initial Coordination Schedules**

- 1.** Within 10 days after the Effective Date of the Agreement, Contractor shall submit to Engineer for review and acceptance:
  - a.** A preliminary procurement schedule of Equipment and Materials.
  - b.** A preliminary schedule of values for partial pay purposes.
  - c.** A preliminary schedule of Submittals, as stated in Section 01330.
  - d.** Preliminary cash requirement prediction.

#### **B. Baseline Construction Schedule**

- 1.** Within 20 days after issuance the Notice of Award of the Contract, Contractor shall submit to Engineer for review and acceptance a detailed baseline construction schedule employing the critical path scheduling method.
  - a.** The schedule shall show the Work in a horizontal bar chart, and indicate the start date, duration, and end date for each activity.
  - b.** The Contractor shall submit to the Engineer, 7 paper copies and 1 electronic copy in Suretrak® Version 3.0 or approved compatible format for review. Sheet size shall be a minimum 11 x 17-inches
  - c.** No single activity shall be more than 15 days in duration.
  - d.** The Contractor shall include all work by Subcontractors in the baseline construction schedule.
  - e.** The schedule shall be resourced base and include work breakdown structures.

- f.** The schedule shall indicate milestone from which the Contractor's progress will be measured for the purpose of determining liquidated damages.
  - g.** In addition to submitting the schedule on paper, the schedule shall be provided electronically in a format compatible with Primavera SureTrack® Version 3.0 or Primavera Project Planner (P3) Version 3.1 scheduling software.
  - h.** Within each activity, indicate estimated completion percentage in 10% increments.
  - i.** Scale and spacing shall allow room for notations and revisions.
- 2.** After the construction schedule is approved, the schedule shall serve as the Contractor's Baseline Schedule for all Work on the project. Activity ID's shall not be changed without the Engineer's written permission from this point forward. New activity numbers will be allowed, but only for new work outside the original project baseline schedule activities.
- 3.** If necessary, the Contractor shall provide subschedules to define in more detail, critical portions of the baseline schedule, including inspections and tests.
- 4.** The Contractor shall coordinate the baseline construction progress schedule with the schedule of values, Submittal schedule, procurement schedule, progress reports, and payment requests.
- 5.** The Contractor shall revise the construction baseline schedule after each meeting, event, or activity where revisions have been recognized and accepted in accordance with the GENERAL CONDITIONS.
- 6.** The Contractor shall update and submit 7 paper copies and 1 electronic copy in SureTrak® Version 3.0 compatible format of the revised schedule to the Engineer at least once each month to show actual progress compared to the

originally accepted baseline construction schedule and any proposed changes in the schedule of remaining Work. The revised schedule shall be updated and submitted to the Engineer prior to each monthly payment request. Engineer's approval for payment will not be recommended to be paid by the Owner until the monthly revised schedule is accepted by the Engineer. Include the schedule with construction progress report (See Section 1320.1.3.D).

**C. Procurement Schedule**

- 1.** After submittal of preliminary procurement schedule as stated above under "Initial Coordination Schedules", submit a detailed schedule for procurement of Equipment and Materials to be furnished by Contractor, Subcontractors, manufacturers, and Suppliers. Do not include minor items which are known to be regularly stocked by local suppliers or readily available upon short notice. Submit to Engineer for review with the construction progress schedule.
- 2.** Engineer will review and comment on the schedule for procurement, and upon agreement with Contractor concerning any necessary revisions, the schedule will be accepted.
- 3.** Procurement schedule shall coincide with the construction progress schedule and the Submittal schedule, and shall indicate the date each item will be needed at the Site and the time required for delivery after order is placed.
- 4.** Update the accepted schedule for procurement at least once each month to show the status of orders placed, Submittals, and delivery. Submit with the construction progress report.
- 5.** If requested by Engineer, submit copies of purchase orders placed by Contractor or Subcontractors.

**D. Construction Progress Reports**

- 1.** Submit a report on actual construction progress on a monthly basis. More frequent reports may be required should the Work fall behind the accepted schedule.



- a. Establish a plan for making up lost time.
  - (1) Increase number of workers, or
  - (2) Increase amount or kinds of tools, or
  - (3) Work overtime or additional shifts, or
  - (4) A combination of 2 or more of the above 3 actions.
- b. Submit plan to Owner and Engineer before implementing the plan.
- c. Take actions as necessary to get the Work back on schedule at no additional cost to Owner.

**E. Schedule of Values**

- 1. Submit as set forth in GENERAL CONDITIONS, based on the preliminary schedule of values.
- 2. Coordinate preparation of schedule of values with preparation and content of construction progress schedule.
- 3. **Content**
  - a. Schedule shall list the installed value of the component parts of the Work in sufficient detail to serve as a basis for computing values for progress payments during construction.
  - b. Follow the construction progress schedule breakdown of Work activities as format for listing component items and assigning values.
  - c. For each major line item list subvalues of major products or operations under the item.
    - (1) Each item shall include a directly proportional amount of the Contractor's overhead and profit.

(2) For items on which progress payments will be requested for stored materials received, but not installed, break down the value into:

(a) The cost of the materials, delivered and unloaded, including taxes paid unless taxes are exempted.

(b) The total installed value.

d. The sum of all values listed in the schedule shall equal the total Contract Price.

**F. Special Reports**

1. When an event of an unusual and significant nature occurs at the site, prepare and submit a special report. List the chain of events, persons participating, response by Contractor's personnel, an evaluation of the results or effects, and similar pertinent information. Advise the Owner in advance when such events are known or predictable.

2. Submit original report to Owner and copy to Engineer.

**PART 2 - PRODUCTS - Not Applicable.**

**PART 3 - EXECUTION - Not Applicable.**

**PART 4 - MEASUREMENT AND PAYMENT - Not Applicable.**

**\*\* END OF SECTION 01320 \*\***